



Guideline/Procedure

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Electronic Equipment (Laptop)

Purpose

All students at Good Counsel College are provided with a laptop for use at school and at home. When at school, all electronic devices are to be used for school related purposes.

This document outlines conditions of use for student laptops and any other approved electronic devices.

Conditions of Use

- Security of devices is the students' responsibility at all times.
- Laptops should always be carried in the school issued laptop bag, and unattended devices must always be stored in a locked locker.
- Laptops must be taken to school every day (excluding special occasions such as sports carnivals) and taken home every afternoon to be charged for the next day.
- Students are to protect the integrity of all usernames and passwords for their devices and accounts.
- Students are to regularly back up their work. Loss of data is not an acceptable excuse for failing to complete an assessment task.
- Staff have the right to inspect all content on any device taken to school.

Expectations of Use

- Electronic devices should only be used to complete required school work and assessment.
- No games, music, movies or other digital media should be downloaded, watched or played on the device.
- Electronic equipment may only be used in class with the teacher's permission.
- Only equipment that is explicitly permitted may be taken into exams.
- Electronic equipment must not be used to send threatening or harassing content to other students.
- Students are not to take photos or videos of anybody else without explicit permission.
- Students are not to publish images, information, or opinions about other students, staff, or the College without prior consent.
- Inappropriate material must not be brought to or accessed at school.
- Any device brought to the College may be inspected by any staff member at any time and confiscated if deemed necessary.
- In the interest of promoting healthy lifestyles, students are not to use laptops outside of supervised classroom during break times (or before school from 8am).

Consequences

In instances of misuse, teachers may confiscate devices from students and pass these onto the relevant Leader of Wellbeing or Assistant Principal. At the first instance, students will collect their device at the end of the day. Repeated infringements may result in limitations being placed on student access to laptops and may also require the device to be collected by a parent.

The College Leadership Team will use their discretion to deem what material/usage may be considered inappropriate. Ongoing infringements of the laptop agreement may result in further limitations being placed on students regarding their access to their laptop (including device confiscation).

Recommendations for Parents

Parents are expected to monitor student use of technology at home and should ensure that it is used appropriately and does not impact sleep. It is recommended that students put away screen technology at least one hour before bed and limit recreational use of technology to one or two hours per day (including weekends and holidays).

Enquiries

Enquiries about this policy must be made with the *Assistant Principal – Wellbeing*.

See Also

Please refer to the Mobile Phone Policy for information regarding mobile devices.